BP038: Combined SAP & PMIS Employee Headcount by Org Structure

* Variable entry screen:

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Variable Entry

Available Variants: [____] [▼] [Save] [Save As...] [Delete]   Show Variable Personalization

General Variables

	Variable ⇕	Current Selection	Description
*	Organizational Unit	20000000	
*	Calendar Month/Year (Single Value, Mandator	03/2007	

[OK] [Check]

* Report:

Organizational Unit ⇕		Employee Subgroup ⇕	SPA Employees	EPA Employees	Supplemental / Judicial Employees	Number of Employees
20000001	Governor's Office	FT N-FLSAOT Perm		3		3
		Temp PT S-FLSAOT			1	1
20000003	JJ SECRETARY'S OFFICE SECRETARY	FT N-FLSAOT Perm	16	1		17
		FT N-FLSAOT Prob	6			6
		FT S-FLSAOT Intermit			1	1
		FT S-FLSAOT Perm	68			68
		FT S-FLSAOT Prob	24			24
		FT S-FLSAOT TL	1			1
		FT S-FLSAOT TL Prob	2			2
		FT S-FLSAOT Trne	3			3
		PT N-FLSAOT Prob	1			1
		Temp FT S-FLSAOT			1	1
		Temp PT N-FLSAOT			2	2
		Temp PT S-FLSAOT			4	4

* Initial Selection Criteria:
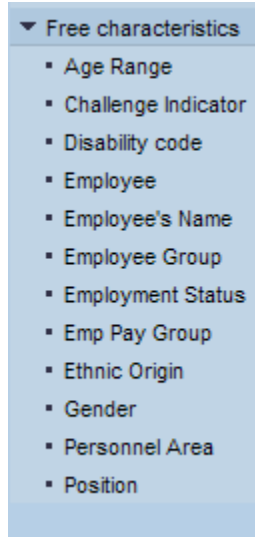
- ▼ Columns
  - • Key Figures
- ▼ Rows
  - • Organizational Unit
  - • Employee Subgroup

BP038: Combined SAP & PMIS Employee Headcount by Org Structure

* Additional Selection Criteria:

▼ Free characteristics
- Age Range
- Challenge Indicator
- Disability code
- Employee
- Employee's Name
- Employee Group
- Employment Status
- Emp Pay Group
- Ethnic Origin
- Gender
- Personnel Area
- Position

- This report extracts employees from IT0001 from SAP ERP, or from the PMIS Employee snapshot data. Data from PMIS is available for any month from the years 2000 to 2007/2008 (to Beacon go-live date) for the Beacon agencies, and from 2000 to 2011 for University SPA employees. It lists the number of employees for the organizational unit selected as of the end of the calendar month/year specified.

- The 'Columns' and 'Rows' areas indicate the field selections that are initially displayed on the report.

- 'Free Characteristics' indicate the additional field selections that can be dragged and dropped in and out of the report.

- This report will include University and NC Housing and Finance when it is run statewide. See additional notes below for instructions on how to filter off Universities and Housing and Finance Org units.

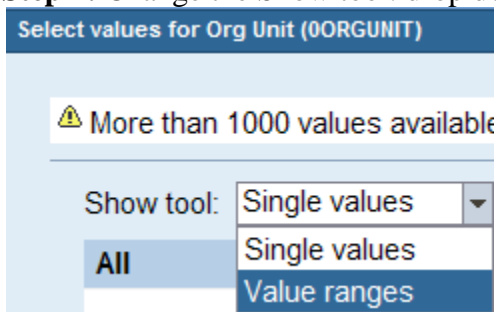# BP038: Combined SAP & PMIS Employee Headcount by Org Structure

How to filter off Universities and Housing and Finance Org units

1. To filter off the Universities

Step 1: Filter Org Unit only for applicable orgs. Position the mouse over the "Org Unit" data element, right-mouse click ->Filter ->Select Filter Value.
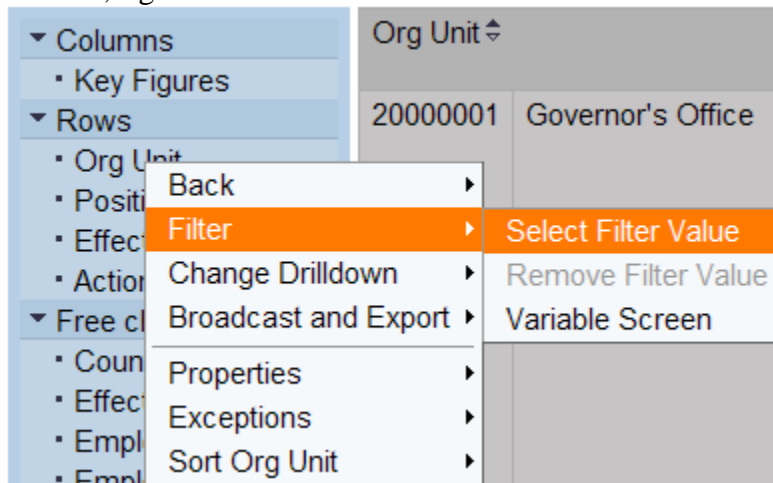
Step 2: Change the Show tool: drop down menu from Single Values to Value Ranges

BP038: Combined SAP & PMIS Employee Headcount by Org Structure

Step 3: Type 20000300 in the From: space for the starting value. Type 20000319 in the To: space for the ending value. Click Add.

Select values for Org Unit (0ORGUNIT)	Select values for Org Unit (0ORGUNIT)
Show tool: Value ranges ▾ Sho	Show tool: Value ranges ▾ Sho
Value ranges	**Value ranges**
Sign: Include ▾	Sign: Include ▾
Operator: between ▾	Operator: between ▾
From: * ▢	From: 20000300 ▢
To: * ▢	To: 20000318 ▢

Step 4: Select the Range from Selections and click the **RED** button to exclude

Selections

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	Type	Description
	[]	20000300 University System - 20000318 UNC Hospitals at Chapel Hill

Selections

🟩 🟥

	Type	Description
	▣	20000300 University System - 20000318 UNC Hospitals at Chapel Hill

Step 5: Click Ok at the bottom of the dialog box. The report will refresh automatically.

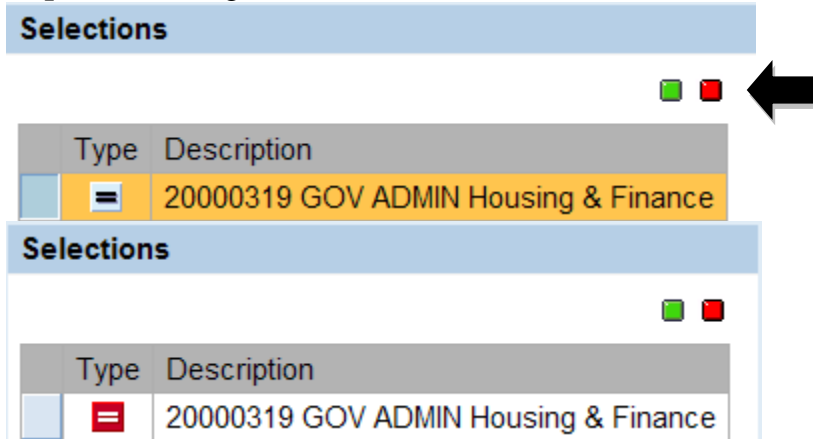3/29/2012

2. To filter off the Housing and Finance

Step 1: Filter Org Unit only for applicable orgs. Position the mouse over the "Org Unit" data element, right-mouse click ->Filter ->Select Filter Value.
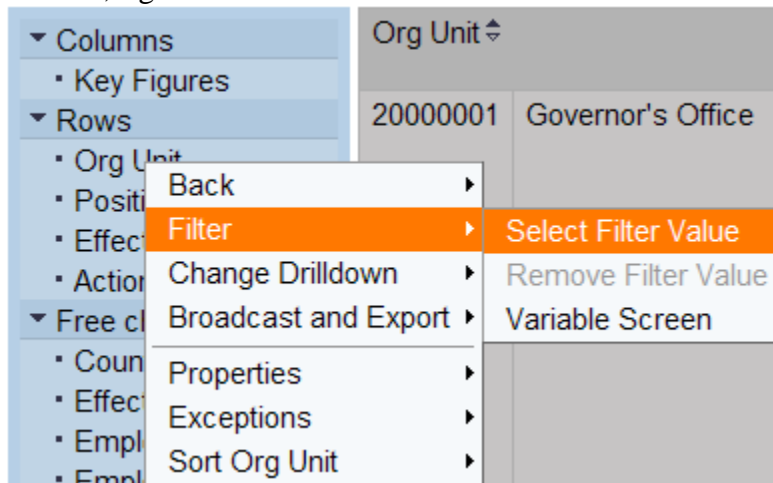
Step 2: On the left side, at the bottom of the dialog box, type in Org Unit 20000319. Click Add.

Step 3: Select Org Unit from Selections and click the **RED** button to exclude.

Step 4: Click Ok at the bottom of the dialog box. The report will refresh automatically.

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Key BI Points to Remember

- Do not use the Back button on the browser to go back. (Instead use "Back One Navigation Step".)

- BI Reports sort from the left to right.

- Columns can be removed by dragging up and dropping in the dark blue area.

3/29/2012